

UNIVERSITY OF SASKATCHEWAN

*College of Agriculture*

DEPARTMENT OF EXTENSION

WOMEN'S SERVICE

HANDBOOK

FOR

*Homemakers'*  
*Clubs*



*"Men cannot achieve happiness at the expense of their brothers.  
All must go forward in the path together or the shadows  
before the feet of one will invade the sunlight  
in which the other walks."*



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## GOD SAVE THE QUEEN

God save our gracious Queen,  
Long live our noble Queen,  
God save the Queen;  
Send her victorious,  
Happy and glorious,  
Long to reign over us,  
God save the Queen.

## O CANADA

O Canada! our home and native land!  
True patriot love in all thy sons command.  
With glowing hearts, we see thee rise,  
The True North strong and free;  
And stand on guard, O Canada,  
We stand on guard for thee.

### *Chorus*

O Canada! Glorious and free!  
We stand on guard, we stand on guard for thee,  
O Canada! We stand on guard for thee.

O Canada! Where pines and maples grow,  
Great prairies spread and lordly rivers flow,  
How dear to us thy broad domain,  
From East to Western sea;  
Thou land of hope for all to toil,  
Thou True North strong and free.

### *Chorus*

O Canada! Beneath thy shining skies,  
May stalwart sons and gentle maidens rise,  
To keep thee steadfast through the years,  
From East to Western sea;  
Our own beloved native land,  
Our True North strong and free.

### *Chorus*

—R. Stanley Weir.

## CLUB ODE

*Tune: Auld Lang Syne*

A goodly thing it is to meet  
In friendship's circle bright,  
Where nothing stains the pleasure sweet,  
Or dims the radiant light;  
No unkind word our lips shall pass,  
No envy sour the mind,  
But each shall seek the common weal,  
The good of all mankind.

## JERUSALEM

*(The English Women's Institute Hymn)*

And did those feet in ancient time  
Walk upon England's mountains green?  
And was the holy Lamb of God  
On England's pleasant pastures seen?

And did the Countenance Divine  
Shine forth upon our clouded hills?  
And was Jerusalem builded here  
Among the dark Satanic Mills?

Bring me my Bow of burning gold!  
Bring me my Arrow of desire!  
Bring me my spear! O clouds, unfold!  
Bring me my chariot of fire!

I will not cease from mental fight,  
Nor shall my sword sleep in my hand,  
Till we have built Jerusalem,  
In England's green and pleasant land.  
—From the prophetic book, "Milton,"  
by William Blake.

# THE COLLECT OF THE ASSOCIATED COUNTRY WOMEN OF THE WORLD

## A CLUB WOMAN'S CREED

Keep us, O Lord, from pettiness; let us be large in thought,  
in word, in deed.

Let us be done with fault-finding and leave off self-seeking.

May we put away all pretence and meet each other face to face, without self-pity and without prejudice.

May we never be hasty in judgment and always generous. Teach us to put into action our better impulses, straightforward and unafraid.

Let us take time for all things, make us grow calm, serene, gentle.

Grant that we may realize that it is the little things that create differences; that in the big things of life we are one.

And may we strive to touch and know the great human heart common to us all, and O Lord God, let us not forget to be kind.—*Mary Stewart.*

*(Reprinted by permission of the Associated Country Women of the World.)*



## STORY OF MARY STEWART'S COLLECT FOR CLUB WOMEN

by the late ELIZABETH BAILEY PRICE

Convener of Publicity for the Federated Women's Institutes of  
Canada and Vice-President of the Women's Institutes of British  
Columbia

For more than a quarter of a century women's clubs  
in Canada and the United States, particularly those in

small towns and rural districts, have been opening their meetings by repeating in unison a prayer which they have called the Club Women's Creed. Unknowingly they have used the wrong title and they have misquoted the prayer because there have been errors in many printed versions of the poem. These errors have taken greatly from the beauty of the expression and the clarity of thought of this prayer, written by a noted California educationalist and author.

The name of this author is Mary Stewart. She wrote the Collect in 1904. It was first printed in an obscure corner of a well-known American magazine. It soon became popular and generally used by American women's clubs. Mrs. Alfred Watt, M.B.E., introduced it to the English Women's Institutes and later to the Associated Countrywomen of the World, of which she was president, and to which organization Mary Stewart has given the copyright.

When Mrs. Watt was in Edmonton attending the eleventh biennial conference of the Federated Women's Institutes of Canada (1939), she told of talking to Mary Stewart in England about the Collect. The author was concerned about the garbled versions of the prayer which were being circulated. So she went to the studio of Robin Watt, the artist, the son of Mrs. Alfred Watt, and personally supervised his work of copying out the prayer correctly, insisting upon it being correct down to the last placing of a comma and a period. Most people misquote the first and second last lines. Mr. Watt's copy, reproduced on hand-lettered cards, was placed permanently in many club rooms throughout the land. Mrs. Watt expressed satisfaction that this copy was made while Miss Stewart was living. She has since died. While in



England she wrote Mrs. Watt how she came to write the prayer which has made her famous:

"I wrote the Collect when I was principal of the Longmont High School in Colorado. It was my first position after college and the friendly Longmont women made me a member of their Fortnightly Club, which was my first grown-up club experience. Through organizations in college I had touched the State Federation of Women's Clubs, but the first far gleam of what women working together might accomplish came to me as I worked in the Fortnightly.

"It was written as a prayer for the day. I called it a Collect for Club Women because I felt that women working together with wide interests for large ends was a new thing under the sun and that, perhaps, they had need for special petition and meditation of their own. This must have been true for the Collect has found its way about the world wherever, especially, English-speaking women get together. Indeed it has been reprinted in many forms in many lands."

Mary Stewart left Longmont to become a special teacher in a Denver high school and later dean of women and teacher of Latin and English at the University of Montana. In 1921 she was appointed assistant director of the United States Employment Service, a post which she held some years and where she had charge of the development of Junior guidance and placement in its pioneer days. She has contributed to American newspapers and magazines and is the author of "Metrical Translations from the Latin Lyrics of the poet Catullus." In 1927 her Alma Mater, the University of Colorado, conferred on her an honorary degree in recognition of her work in education, social and civic service.

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UNIVERSITY OF SASKATCHEWAN

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*Visitor*

HIS HONOUR, THE LIEUTENANT-GOVERNOR OF  
SASKATCHEWAN

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*Director of Women's Work*

PROFESSOR MARGARET H. PATTILLO, B.Sc. (H.Ec.)

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## Historical Sketch

The organization of the Homemakers' Clubs of Saskatchewan as a provincial body was effected early in 1911. Previous to this time there had been a number of isolated rural women's clubs functioning under different names, but all having similar objectives, namely, community betterment and bringing the women together for social and mental stimulation. During the autumn of 1910, Miss Lillian Beynon (later Mrs. A. V. Thomas of Winnipeg) under the direction of the Extension Department of the University of Saskatchewan, conducted a series of meetings and helped to organize a number of clubs along lines similar to those followed by the Women's Institutes of Ontario. When the Agricultural Societies of the Province met in Convention in Regina, on January 31 to February 3, 1911, these different women's groups were invited to send delegates to meet in separate sessions where they might consider the organization of a provincial body specially designed to promote educational work along home-making lines. As a result of these meetings the Homemakers' Clubs of Saskatchewan were begun.

During their early years when the clubs were administered as a branch of the Agricultural Extension Department of the University, the new societies owed much to the active encouragement of Dr. W. C. Murray, President of the University; Professor W. J. Rutherford, Dean of the College of Agriculture; Mr. F. Hedley Auld, who was Director of Extension Work at the time the provincial organization was decided upon, and Hon. W. R. Motherwell, who was then Minister of Agriculture in the Provincial Government.

With the growth of the work it was found necessary to place the supervision of the women's groups in the hands of a qualified woman director. In 1913, Miss Abigail DeLury was appointed Director of Women's Work, and held the position until her retirement in July, 1930. Under her capable and sympathetic supervision the organization grew from a small group of clubs to one with branches all over the Province, whose interest in the vital problems of home life were ever deepening and broadening. Dr. Murray retired from the Presidency of the University in 1937. Death called Dean W. J. Rutherford in 1930. Their places were taken by Dr. J. S. Thomson as University President, and Dr. L. E. Kirk as Dean of Agriculture. Both these men and their wives as well showed the same sympathetic interest in our work.

All Homemakers will do well to remember their debt to these pioneer spirits who laid our foundations so well.

Miss Bertha Oxner was Miss DeLury's immediate successor and after many years of energetic and inspiring directorship retired in 1949. She was the first Honorary Life Member of the Homemakers' Clubs. She was succeeded by Miss Alice Stevens who, after leaving a lasting and appreciated contribution, resigned in 1952 shortly before her death.

In an address, at the Silver Jubilee Convention of the Homemakers in June, 1936, Dr. F. H. Auld, Deputy Minister of Agriculture for Saskatchewan, said: "Homemakers' Clubs were established at the peak of agricultural development in the Province." The first challenge to be met by the newly formed clubs was the Great War of 1914-18. During that period they acquitted themselves well, aiding the Red Cross work and dispensing comfort and cheer to those on the battle front and on the home front.

While the First Great War demonstrated the adaptability of the clubs to meet emergencies, the years of drought and depression were met with equal determination and even more ingenuity was demonstrated in meeting the problems of those difficult years. The most conspicuous results of that period have been the great increases of clubs in the northern sections of the Province, greater co-ordination with other institutions working for community betterment and the increased encouragement given to projects for girls and young women.

The co-ordination with the Provincial Department of Public Health has been very much increased, resulting in much greater promotion of community health.

Interest in the girls of the rural districts was shown first in the organization of Junior Homemakers' Clubs. In 1936, when Miss Edith Rowles was appointed Supervisor of Girls' Work, Girls' Homecraft Clubs were started, and in the intervening years these clubs have prepared many young women to play their parts more capably in their own homes and in the life of their communities. These clubs have replaced the former Junior Homemakers' Clubs.

The assistance of Homemakers' Clubs has not only furthered the activities of Homecraft Clubs but many other young people's projects as well, including Dominion-Provincial Youth Training Classes, Girls' Club Week at the University of Saskatchewan, Summer Short Courses for Girls, and Girls' Camps at Fairs. To these might be added promotion of Music and Drama Festivals, which indicate the growing interest in cultural development.

Homemakers' Clubs have become increasingly conscious of the need to study. This consciousness appears

in the organization of study groups and reading courses and in the interest shown by attendance at Summer Schools for Homemakers. Especial interest has developed in the desire to understand world relations better. This was partly a result of World War I and partly because of widening club interests through affiliation with such international groups as the Associated Countrywomen of the World.

The year 1936 was a memorable one for Homemakers' Clubs. The Silver Jubilee was celebrated. Mrs. A. J. Currie of Govan, who was then Provincial President, attended the triennial conference of the Associated Countrywomen of the World at Washington, D.C., as the delegate of Saskatchewan Homemakers. Mrs. A. L. Spencer, the provincial convener of International Relations, attended the annual meeting of the League of Nations' Society in Canada at Ottawa.

Provincially, the movement has progressed, especially in improved district organization, which brings clubs in each area together for common action. Other Provincial and National organizations are recognizing the increasing strength of the Homemakers' Clubs and are seeking their co-operation.

The second World War was another testing time in which Homemakers were called upon to further the national effort, and still maintain effectively the spirit and institutions of democratic citizenship at home.

The past presidents of the provincial Homemakers organization formed an association in 1951. These women, who have contributed much to the Homemakers in their clubs, districts and province, have as their associated aim the assistance and furtherance of the Homemakers' Clubs.

# Constitution

The general regulations immediately following have been approved at Provincial Homemakers' Conventions and by the Advisory Board of the Homemakers' Clubs and are in accord with University of Saskatchewan policy. Every Homemakers' Club throughout the Province is expected to follow these.

## Article 1—Objectives

The Homemakers' Clubs have the following objectives:

1. To help women acquire sound and approved practices for home efficiency.
2. To discover, stimulate and train leaders.
3. To develop a more abundant life in our rural communities and a deeper appreciation of things near at hand.
4. To develop better, happier, and more useful citizens.

These are summarized pointedly in the club motto: "For Home and Country."

Any program designed to improve conditions in the home or in the community is a legitimate field for club endeavour. In order that the organization may enlist all groups in the community it shall be organized on a strictly non-partisan and non-sectarian basis. No political or sectarian papers or lectures shall be given at any club meeting, or at any meeting held under club auspices.

Any outside speaker applying for sponsorship of a local club should first produce written authority from the Director of Women's Work, after which the local club shall still retain discretionary power. This does not apply to requests from clubs to local persons.

## **Article 2—Membership**

The membership of the Homemakers' Clubs shall consist of active members, associate members and life members.

### **Section 1—Active Members**

Any woman or girl over 15 years of age who has paid the annual club membership fee may have her name placed on the roll of active members. No person may be enrolled as an active member of more than one Homemakers' club in the same year.

Only active members are eligible to hold office, to vote at club meetings or to act as official delegates of the club.

### **Section 2—Associate Members**

(a) Men or boys over 15 years of age, in the community, who are interested in the club work and who enjoy attending the club meetings may, upon payment of the annual fee, be enrolled as associate members.

(b) Other associate members may include women from neighboring communities who have paid the regular club fee but who, because of active membership in another Homemakers' Club, are not entitled to active club membership.

Associate members may contribute to the program, take part in discussions, act on committees (except as convener); but are not entitled to vote at club meetings.

### **Section 3—Transfer of Membership**

When a member moves away the secretary should mail a transfer card to the club in the community to which she goes. This written transfer shall entitle her to membership in the club to which she is transferred for the balance of the club year, without payment of any



additional fee. In making up annual reports and reckoning club dues such a member shall be considered as belonging to the club of which she was a member during the first part of the club year.

Sample of Transfer Card on page 58.

#### Section 4—Members at Large

Women living in communities where there is no Homemakers' Club may become "Members at Large" by paying an annual fee of 75c per year to the central office, Saskatchewan Homemakers' Clubs, Women's Work, Extension Department, University of Saskatchewan. Such members may hold convenerships of standing committees in the district or provincial organization and will receive reports sent out from the central office. They are not entitled to vote as delegates at district and provincial conventions.

#### Section 5—Life Members

On payment of \$10.00 a woman who has rendered outstanding service to the organization and who has been a club member for at least ten years, may, upon recommendation of her local club, the Provincial Advisory Council, or a District Executive, be enrolled as a life member of the Homemakers' Clubs. Three dollars of this amount shall go to the Saskatchewan Homemakers' Club Fund, five dollars to the District Convention funds and two dollars to the local club recommending the life membership. This membership entitles the holder to a special bar to be attached to her Homemakers' Club badge and to a membership certificate. Life membership shall entitle the member to voting privileges in her local club only, but not at district or provincial conventions, unless she is acting as an officially appointed delegate.

## **Section 6—Honourary Life Members**

Any woman outside the club membership who, because of exceptional services to Homemakers' Clubs, has merited some special mark of recognition may, upon recommendation of the Advisory Board, be designated as an Honourary Life Member and be awarded a Life Membership Pin and Certificate.

## **Article 3—The Club Year**

The Financial Year of the Club begins on March 1 and ends on the last day of February. Annual meetings should be held in February and reports of the year's work forwarded to the Saskatchewan Homemakers' Clubs at the University of Saskatchewan before March 1.

Club fees should be paid to the local secretary as early in the club year as possible. Any persons, not club members heretofore, who join the club after December 31 will be entitled to membership privileges for the balance of the current club year and for the next club year as well.

## **Article 4—Officers**

### **Section 1—Officers**

The officers shall consist of the president, the vice-president and the secretary-treasurer. In large clubs it may be deemed advisable to have a second vice-president and two secretaries, namely, a recording secretary and a corresponding secretary. In such a case the corresponding secretary would act as treasurer and be responsible for payment of accounts sanctioned by the clubs.

### **Section 2—Directors**

While this is not a compulsory regulation, if the clubs wish to do so, they may appoint a board of directors to act on the executive committee. In clubs with a mem-

bership below 30 this Board of Directors shall consist of 3 members. An additional director may be appointed for every 10 members in excess of 30. Persons appointed to the Board of Directors should be thoroughly familiar with the club work and procedure. Where there is a Board of Directors it is advisable to retain at least one of the former board to continue in office with the newly appointed members.

### Section 3—Executive Committee

The officers named in Section 1 above, together with the Board of Directors, where one is appointed, shall constitute the Executive Committee. When matters arise which demand immediate attention and where it would be inadvisable to call a special meeting of the club, the president or the secretary (acting on the instructions of the president) may call an executive meeting to deal with such matters. The action taken by the executive should be reported at the next regular meeting of the club. The executive committee may, after deliberation, present recommendations regarding club policies and club work.

## Article 5—Duties of Officers

### Section 1—President

The president shall preside at the majority of the meetings of the club and at meetings of the Executive Committee. When special meetings of the whole club membership are desired the president shall direct the secretary to call such meetings. The president is *ex officio* a member of all committees, having equal privileges with other members.

### Section 2—Vice-President

The vice-president shall perform the duties of the

president in the absence of that officer. The vice-president should preside at at least one meeting during the year.

### Section 3—Secretary

The secretary shall attend all meetings of the club and all meetings of the Executive Committee.

She shall keep a record of all meetings in a book provided for that purpose. She should prepare a roll of the members and record the number present at each meeting. This roll should be revised as new members join or as old ones drop out.

Before the club meeting the secretary should prepare a memorandum of all business to be brought up and place this in the hands of the presiding officer.

The secretary shall bring all correspondence before the club meetings unless it has been dealt with by the Executive Committee. After the meeting the correspondence should be filed. The secretary should also keep copies of all important letters that she writes.

As soon as a new secretary takes office she shall send a list of the club officers and of the conveners of standing committees to the District Secretary.

If at any time the secretary should be prevented from attending a club meeting she should arrange to send to the meeting the minute book and all correspondence received since the last meeting, so that the business of the club will not be delayed.

### Section 4—Treasurer

The treasurer shall collect membership fees, pay bills authorized by the club, keep an accurate account of all money received and spent. She should have a duplicate receipt book for acknowledging members' fees received.

The carbon copies of these receipts should correspond with the list of members recorded on the roll. The treasurer should get receipts for all expenditures in excess of \$1.00. When payments of accounts are made by cheques, these cheques should be signed by club president and the treasurer. All money sent to the University office should be made payable to Saskatchewan Homemakers' Clubs. When new officers are appointed, their signatures should be registered with the bank without delay. This precaution will avoid cheques being returned for proper identification. When a cheque is used to pay a bill, please remember that it should bear a stamp, and that if it is mailed to another town, exchange should be allowed. At each regular meeting the treasurer shall report the receipts and expenditures for the month and the balance on hand.

Previous to the February meeting the treasurer shall balance her books and prepare a summary of the year's expenditures. The books and summary shall then be handed to the auditors for verification, so that a correct report will be ready for the annual meeting in February.

### **Section 5—Auditors**

Before the January meeting the Executive shall make arrangements with two persons who will act as auditors. The names of these persons shall be announced at the January meeting. These persons need not be club members. They should be persons who are used to handling funds and to keeping accounts of the same. The auditors shall see that the balance carried forward from the preceding year corresponds with the records as contained in the financial statements of the previous year.

### **Article 6—Meetings**

At least 4 regular meetings shall be held in each year

at such time and in such place as may be decided upon by the by-laws of the individual clubs.

### **Article 7—Quorum**

The smallest number of members permitted to transact business at any meetings is called a quorum.

(a) At a regular, special or annual meeting at least one-fourth of the total paid-up membership shall form a quorum for the transaction of regular business. Where the club membership is less than 15, 4 members shall constitute a quorum.

No vote shall be taken to pay out club funds to other organizations unless at least two-thirds of the members are present, and those voting to pay out the money constitute half the total membership. This ruling does not apply in cases where the club has arranged beforehand to devote the proceeds of a particular occasion to a specific purpose.

(b) The quorum for an executive meeting or for any committee meeting shall consist of a majority of the members of the committee.

### **Article 8—Amendments to Constitution**

Any proposal for a change in the above regulations should be sent to the Saskatchewan Homemakers' Clubs, University of Saskatchewan before December 15th in the year preceding the convention at which the proposed change will be considered. If the Advisory Board approves the change, notices will be sent to all clubs in the Province and their delegates will be asked to vote at the provincial convention. A two-thirds vote of the delegates at the provincial convention shall be necessary to carry any amendment to the constitution.

## **Article 9—By-laws**

Each club shall draw up a code of by-laws adapted to its own local conditions. These by-laws shall be consistent with the general regulations outlined above.

No by-law should be passed or altered, or any vital decision regarding the organization made, until notice of motion has been given at a preceding meeting or unless all members have been notified in writing of the proposed change at least three weeks before the meeting at which the motion will come up for discussion.

## **Article 10—Disbanding a Club**

A notice of intention to disband should be in writing and sent to all members on the roll at least three weeks before the meeting at which the vote is to be taken. No club should disband without a two-thirds vote of this membership. Members temporarily absent should submit their votes in writing. Before a club disbands all levies due at that date to the district and provincial funds should be paid.

## **Club Fees**

Each local Homemakers' Club shall decide on the annual club fee payable by its members. Before deciding on the amount of the fee, clubs should consider the obligations which will have to be met. These include:

1. Local expenses, such as postage and stationery supplies for the secretary, record books, etc.
2. Club payments to the support of the district organization. Clubs should remember that their district has no source of revenue outside of what the clubs contribute.
3. Club payments to the Saskatchewan Homemakers' Clubs, Women's Work, Extension Department, Uni-

versity of Saskatchewan. This is a levy of 75c per club member. Of this 50c is used for general expenses and 25c for A.C.W.W. Travel Fund. See page 48 for expenses met from these funds.

4. Expenses or assistance with expense of club delegate to provincial convention.

The minimum fee in any club should be at least 75 cents per year.

## **Meetings**

### **Types of Meetings**

Different types of meetings are (1) regular, (2) special, (3) annual, (4) or an adjournment of one of these.

When a special meeting is necessary, the president should request the secretary to notify the members. No business can be transacted at a special meeting except that for which the meeting was called. The minutes of a special meeting should be read at the next regular meeting along with the minutes of the last regular meeting.

### **Conduct of Regular Meetings**

In adopting a system of rules for the conduct of meetings it must be remembered that such a system is adopted with the following objects in view: (1) that business may be carried on with ease, dignity and dispatch; (2) that the interests of the organization as a whole may be preserved; (3) that the view and rights of the individual may meet with due recognition.

In short, such a code is based on courtesy and it will be seen that rules cannot be too arbitrary and that often matters will have to be decided mainly from the standpoint of good taste and judgment. Rules are for guidance



and convenience, and in trying to follow them they should be made a means, not an end.

Members of a club should make it a point of honour not to discuss the affairs of the club outside. If everything that is discussed in a club is spoken of abroad it is often garbled and misunderstood and must often prevent free expression of opinion by members of the club, thus unfavourably affecting one of the best uses for which the organization exists. A member who breaks this law of honour may often unwittingly do her club a great deal of injury.

#### *Order of Business at Regular Meetings of Local Clubs*

1. Opening exercises.
2. Reading and adoption of minutes.
3. Report of Treasurer.
4. Discussion of Business arising out of minutes.
5. Reading of correspondence.
6. Discussion of correspondence.
7. Discussion of unfinished business (optional).
8. Reports of committees and discussion of same.
9. New Business.
10. Roll Call.
11. Adjournment of business session.
12. Program for the day.
13. Social period.

The president, or in her absence, the vice-president, should call the meeting to order as soon as a quorum is present. It is her duty to preserve order, to see that the business is carried on with dispatch and that discussions are kept to the question under debate. When two or more members rise to speak, the chairman shall give the floor to the member who rose first. The president should stand when addressing the members and when putting a question to the meeting. She may sit while recognizing

a member and must remain seated while a question is being discussed.

### Approval of Minutes

After the secretary has read the minutes, the president asks if there are any additions or corrections. If there are none, she says, "I declare the minutes approved as read," and signs the minute book. If there are corrections, the secretary makes the required alterations and the president then says, "I declare the minutes approved as corrected," and signs the book.

### Discussion of Business

Any item of business should be brought before the meeting by means of a motion, moved by one member and seconded by another. After the motion has been seconded, the presiding officer should read the motion and then call for discussion. A motion is not debatable before being seconded and acknowledged by the chair. Members wishing to speak on the question should rise, address the presiding officer as "Madam Chairman," pause until recognized by the chairman, then present her arguments. No one should be allowed to speak a second time to the same motion until everyone who wishes to do so has had an opportunity to speak.

The president, while in the chair, should take no part in the debate. Should she wish to express an opinion, she may ask the vice-president or some other member to take the chair while she is speaking.

The president should see that the debate is not irrelevant to the subject under discussion and she should close the discussion which has been carried on for a reasonable length of time. This is done by putting the question to the meeting.

The secretary may take part in discussion.

## Voting on a Question

A vote may be taken on a question by a show of hands or by ballot. The president has no vote, unless there is a tie when she gives the casting vote.

Before the vote is taken the president should read the motion again and ask, "Are you ready for the question?" If there is no dissent, members may then be asked to record their votes both for and against the motion. After the vote has been taken the president should announce the result clearly to the meeting.

When the voting is done by ballot, at least two scrutineers should be appointed by the chairman to distribute and collect the ballots and to count the votes. In counting the ballots all blanks or uncertain ones should be discarded. After the ballots have been counted, the scrutineers shall report the result to the president who will then announce it to the meeting. No member whose name is being voted upon should act as scrutineer.

## Amending a Motion

Before a motion has been voted upon, someone may offer an amendment. This amendment must be seconded before being discussed by the members. There may also be an amendment to the amendment. An amendment is designed to alter or modify the intention of the original motion. An amendment relating to a different subject shall be ruled out of order by the chairman. The amendment is always voted upon before the original motion. Before putting the amendment to a vote the chairman should read the original motion, then read the amendment, then lastly call for the vote upon the amendment. If the amendment is carried, the necessary changes are made in the wording of the original motion, and this amended motion is then read and voted upon. If the

amendment is lost, the original motion is then voted upon.

### Withdrawal of a Motion

Any member having made a motion may withdraw it with the consent of the seconder before it is debated, but not afterwards without the unanimous consent of the meeting.

### Voting at a Later Meeting

If the majority of the members do not wish to take the vote at the meeting, the question may be disposed of by one of the following motions:

- (a) That the discussion be postponed or adjourned until a specified time in the future.
- (b) That the question be laid on the table; that is, that it be left for consideration at some unspecified time in the future. A majority vote is needed to carry this and the motion is not debatable.
- (c) That the question be referred to a committee which will report at a later date.

### Motion to Adjourn

Such a motion is always in order provided that a speaker is not interrupted. This motion cannot be debated. A majority vote is required to carry a motion to adjourn.

### Reconsidering a Motion

A motion carried by the club may not be reconsidered at the same meeting. Before a motion can be reconsidered "notice of motion" must be given by the member intended to re-introduce the question, stating the date of the meeting at which she intends to make her motion. A two-thirds vote of the members present at the meeting is required to rescind a motion.

## Notice of Motion

When any matter of unusual importance, such as a change in the by-laws, is to be brought before the club, notice of motion should be given at the preceding meeting or members should be sent written notices regarding same at least three weeks before the meeting at which the matter is to be discussed.

## Annual Meeting

The annual meeting is the last meeting of the club year. It is, therefore, important that reports of standing committees, treasurer, and other officials, be completed and ready for presentation at the annual meeting.

### Order of Business at Annual Meeting

1. Opening exercises.
2. Reading and approval of minutes of last regular meeting.
3. Treasurer's report.
4. Business arising out of the minutes.
5. Business arising out of correspondence for month.
6. Reports of conveners of standing committees (optional).
7. Annual Meeting:
  - (a) President's address.
  - (b) Reading and approval of minutes of last annual meeting.
  - (c) Treasurer's Annual Report.
  - (d) Auditor's Report.
  - (e) Reports of special committees.
  - (f) Reports of standing committees (annual).
  - (g) Election of officers (only paid up members vote).
8. New Business.
9. Roll Call.
10. Program.
11. Adjournment.

Minutes from both these meetings (regular and annual) should be approved at next regular meeting and the annual minutes again in the following February.

### Election of Officers

Nominations may be made in any of the following ways:

- (1) By a nominating committee.
- (2) By ballot.
- (3) By open nomination from the floor of the house.

When method 1 is followed the nominating committee is appointed at the meeting preceding the annual meeting. During the month this committee should select a nominee for each of the different offices and interview these nominees to see if they will allow their names to stand. The report of the nominating committee giving the slate of officers is presented at the annual meeting. This presentation of the report does not prevent other nominations being made at the meeting.

When method 2 is followed, ballot papers are distributed to the members who nominate by writing on these the names of those they consider qualified for the different offices. A separate set of ballots would be needed for each officer. The nominations are then compiled and election held among all nominees made for each office.

When method 3 is followed, the chairman asks for nominations, and the secretary records each nomination as it is made. Nominations do not need to be seconded. When there are no further nominations a motion should be made and the chairman then announces that nominations are closed.

Where there is more than one nomination, officers shall be elected by ballot. In all cases where ballots are used for nomination or election the chairman shall

appoint scrutineers to distribute, collect and count the ballots. The result of the count should be recorded on paper and handed to the chairman who shall declare the candidate receiving a majority (that is more than one-half the total number) of votes to be elected. The presiding officer should not announce the number of ballots cast for each candidate. The presiding officer does not vote except in case of a tie, when she casts the deciding vote.

### Vacancies and Resignations

In the event of an officer retiring from office during the year, the vacancy shall be filled at the next regular meeting by nomination and election in the regular way. Resignations should be in writing and handed to the president or secretary.

### Reports from Annual Meeting

Immediately after the annual meeting the retiring secretary should report:

- (1) the names of the new president and secretary to the district secretary.
- (2) the names of the new club conveners of standing committees to the district conveners of these various committees.
- (3) by special form, the club's activities to the University office.
- (4) send or be sure that conveners send, their committee report to the district convener of that committee.

The retiring club secretary or treasurer will also send:

- (1) club levy computed on members as of January 1 to the University office.

- (2) A.C.W.W. Travel Fund computed on members as of January 1 to the University office.
- (3) Club levy for district to district secretary.

### Publicity

Where there is a local paper within reach, reports of club doings in its columns furnish a means of fostering community interest in the work of the organization. The story of club doings should be included with the local items sent to the larger newspapers.

### PROPERTY

Wherever possible, Homemakers' Clubs should co-operate with other organizations in providing suitable community meeting places or centres.

**Before** buying property to be held in the name of the club, local organizations should consider carefully the responsibilities and dangers involved.

Since the Homemakers' Clubs of Saskatchewan are not incorporated under the statutes of the Province, club property can be held in one of two ways:

1. The title to the property may be made out in the names of club members who are named as trustees, and who thus become personally responsible for any claims against the property. Difficulties may occur when trustees move from the district and no transfer is made from them to a resident member. Before deciding on this method of holding property the club should get the advice of a competent solicitor.

2. The local club may apply for incorporation under "The Agricultural Co-operative Associations' Act." The fee charged for such incorporation is low and many services are available for associations incorporated under this Act. All information, giving details, rates and neces-



sary forms to be completed can be obtained from the Registrar of Co-operative Associations, Department of Co-operation and Co-operative Development, Regina.

## Committees

### Procedures in Committees

Committees may be elected at a meeting of the club or appointed by the chair. The chair has the right to appoint a committee only after the carrying of a motion to that effect. As the president is *ex officio* a member of all committees, she should be notified of all committee meetings. In cases where special business arises between regular meetings, the Executive Committee may appoint a committee to look after this.

Standing committees are permanent committees for the club year.

Special and temporary committees are chosen to take care of special work. When such committees are appointed they should know definitely (1) whether they may add to their numbers, (2) whether they may take action or whether they must report back to the club or to the executive before doing so. Every special or temporary committee should report on its activities at the next club meeting either telling of work accomplished or of proposals for a course of action by the club following deliberations or investigations by the committee. Unless the club has given a committee authorization to expend necessary money in carrying out a specified piece of work, the committee should not undertake financial responsibility or promise expenditure of club funds.

The business in charge of the committee should be conducted the same as in that of a large body. The first one named on the committee is temporary chairman, if not

named as convener when the committee was selected. It is her business to obtain a list of the members, appoint a place, set a time and make preliminary arrangements for the meeting. The majority of the members of a committee constitute a quorum.

A temporary chairman should call the meeting to order and ask for nominations for a permanent chairman. The temporary chairman may be made a permanent one or another may be elected. The committee should proceed to the business for which it was created. Only what the majority agrees to becomes a report of the committee. Either the chairman or the secretary of the committee reads the report. The minority of a committee may present a minority report which shall be heard following the report of the committee and before the latter has been acted upon.

Committee reports should be presented in writing and kept with the secretary's records. When a report is presented, a motion may be made to deal with it in one of the following ways:

1. That it should be received and filed. This means that no action is to be taken.
2. That it be adopted—the motion for adoption is usually made by the person presenting the report. Adoption of a report indicates the willingness of the club to carry out any activities suggested in the report.
3. That it be referred back to the committee for further consideration.
4. That it be tabled. No action is taken, unless a motion is made at a later meeting to "take it off the table."

## **STANDING CONVENERSHIPS**

The interests of club members throughout the

Province have been directed towards a number of fields of study. In order to co-ordinate the work and to give guidance to clubs in the planning of their program the following standing committees have been organized: (1) Agriculture and Canadian Industry; (2) Arts and Literature; (3) Education; (4) Home Economics; (5) International Relations; (6) Legislation; (7) Public Health.

Provincial Conveners of these committees are appointed at the annual provincial convention and district conveners for the same lines of work should be appointed at the district conventions. As far as possible, the same committees should be formed in local clubs.

**Agriculture and Canadian Industry:** To co-operate with the Agricultural Representative Service through District Agricultural Boards and with farm organizations in promoting rural welfare, especially in the encouragement of young people's projects. The study of production, processing and marketing of agricultural products with special emphasis on protective foods. Promotion of farm beautification and more and better gardens. Study of the development and use of natural resources in the Province and in the Dominion.

**Arts and Literature:** Encouragement of music production of amateur plays, formation of reading groups, and establishment of libraries in local communities. Special attention should be paid to stories of pioneer days, to preservation of worthwhile handicrafts and to the development of a greater appreciation of Canadian literature, music and art.

**Education:** Encouragement of closer co-operation of home, school and community, with the special objective of developing higher ideals of citizenship. A study of the aims and methods of training in the modern school

curriculum. A consideration of the use of recent educational devices such as radio and films in educational programs for old and young. Encouragement of provision of training for young people who have left school.

**Home Economics:** To raise the standards of home-making as a profession by study and application. To co-operate with authorities in developing work in clothing, textiles, foods and nutrition, housing, household arts, economics and management of the home, family relations and child development.

**International Relations:** To give a sympathetic study to the traditions, customs and problems of other nations and thus promote better understanding among the different racial groups living in Canada and to give encouragement to efforts to develop a truly Canadian National spirit.

**Legislation:** A study of existing and proposed laws designed to protect unfortunate children and families, of laws relating to women's property rights and women's nationality, of laws for safeguarding health and for promoting education.

**Public Health:** Building up a sense of individual and community responsibility for sanitation, control of epidemics, prevention of sale of impure foods, provision of adequate pre-natal, maternal and child care. Study of mental hygiene and of work being done to raise community standards of health and to combat the diseases most fatal to mankind.

In the outlines of the functions of the different committees, there may seem to be some overlapping of work. This should be considered an advantage rather than a disadvantage as it helps to stress important matters. Often a joint program arranged by two conveners can be planned.

### **Duties of Club Conveners**

1. Each club is to have conveners for these seven standing committees who will act as the leaders during the programs and projects that fall within their interest. These conveners may have one or more meetings devoted to the topic or a two-minute report at each club meeting, or both. Small clubs may wish to omit one or two of the standing committees. If so, these should change from year to year and the club should notify the District Convener of their action.

2. The convener of the standing committees shall (1) summarize the year's work for the club's annual meeting and (2) forward this summary to the district convener of the same standing committee, by March 1st.

3. To help the club convener in her selection of program topics, the provincial convener, and the district convener, will forward to her an outline of suggested topics for study that will include reference addresses.

### **Duties of District Conveners**

1. The district conveners of standing committees will summarize the annual reports of club conveners which is (1) presented at the district convention; (2) and forwarded to the provincial convener not later than April 1st.

2. District conveners will receive sufficient copies of the provincial convener's outlines of study to distribute these to each club convener in the district. The district convener will add any topics that are peculiar to the district or which fit into the district convention theme and forward the combined suggestions to the clubs in her district before February 1st.

### **Duties of Provincial Conveners**

1. The Provincial Convener will summarize the re-

ports from the districts and will present a report of progress at the annual Provincial Convention. (See page 42, para. 1.)

2. Each second year, when the F.W.I.C. Board meets, the Provincial Convener shall forward to the corresponding F.W.I.C. convener (see page 53) the progress report of the year before and the present year by April 1.

3. The Provincial Convener of each standing committee shall prepare and forward to Women's Work, Extension Department, an outline of suggested topics for study projects or activities in her field of interest by October 31.

4. Copies of these suggestions will be returned to the provincial convener who will forward them to each district convener for each club in her district. The district convener will pass these along, with any additional suggestions, to the club convener by February 1.

## Conventions

### Provincial Convention

**The Provincial Convention** of the Homemakers' Clubs held annually at the University of Saskatchewan during the month of June affords club members from all parts of the Province an opportunity of meeting to exchange ideas, of hearing outstanding speakers discuss topics of interest and of enjoying a few days of recreation amid pleasant surroundings. Accommodation for official delegates is provided in the University residences where delegates may acquaint themselves with the work of the University and the services it renders to the Province. The number of official delegates will be determined by the accommodation available.

## **F.W.I.C. Biennial**

The Federated Women's Institutes of Canada hold Board meetings every two years, alternating between Eastern and Western Canada. Wherever possible these conventions are held in conjunction with the provincial conventions of the provinces. An executive meeting is held every year. The Homemakers' Clubs of Saskatchewan are entitled to appoint two voting members to act on the Board of the F.W.I.C. (See page 50).

### **· District Conventions**

During the summer months a number of annual District Conventions are held at various points throughout the Province. While the number of voting delegates at each such convention is limited, clubs are urged to send as large a representation as possible to these gatherings. In planning for the District Conventions, each club should be willing to contribute to the program and is expected to accept responsibility for the financial support of the organization. Some clubs have found that rallies during the fall offer an excellent opportunity to plan programs, promote interest in Homemakers' work and enjoy a social gathering.

## **District Organization**

### **Objectives**

The main objects of the District organization are:

- (1) To create closer opportunity for exchange of ideas and opinions than is possible at a larger convention.
- (2) To act as a medium for transmitting the information of the provincial organization to the individual clubs.

(3) To co-ordinate the work of the clubs in the district and report thereon to the central organization.

(4) To discover and develop local talent.

These objects would be promoted by encouraging district projects, such as: Summer Courses for Girls or Women; Awarding Scholarships; Assisting in Circulation of Libraries; Arranging Drama and Music Festivals; Organization of New Clubs in the District.

Clubs in the district should try to arrange for group meetings and rallies which may be attended by district officers, district conveners or the provincial advisory council member for the division in which the district belongs.

### **Executive**

The district executive shall consist of the district officers, namely, a president, vice-president, secretary-treasurer, and the convener of the program committee, together with such additional officers as individual districts may consider necessary. Such deviations should be stated in district by-laws.

The District executive committee should meet in the early autumn to discuss ways and means of promoting better club work throughout the district and plan the next convention program. The work of the district would be strengthened if each club in the district could be represented at this meeting, as discussion of district projects would be stimulated and opportunity offered for the discussion of the next convention program, nominations for office, etc.

Wherever possible, any new club organized during the year should be visited by a member of the district executive who would assist the new organization to a better understanding of club objectives.



## **Election of Officers**

A Nominations Convener shall be appointed at each district convention to work throughout the coming year and to act as convener of the committee on the next convention day. Before the next district convention she shall write to every club secretary in the district asking that each club suggest from among its own membership the name of any member whom they consider qualified and who would be willing to act on the executive or as district convener of a standing committee. (See page 35.) When replying to the nominations convener no club should nominate persons for every office on the executive. The convener may indicate what vacancies are likely to occur and may ask clubs to make nominations for specific offices. On convention day, or at an enlarged executive meeting prior to convention, one delegate from each club should meet with the nominations convener to prepare a slate of officers for presentation to the convention. In preparing the slate the committee should endeavour to spread responsibilities among as many clubs as possible. Before the slate is presented to the convention, the committee members should be reasonably sure that those nominated are willing to act. Other nominations may be made from the floor after the committee has presented its report.

It is not a good policy to elect an entirely new executive each year or to change district conveners every year. At least one member of the retiring executive should be retained to act with the newly appointed officers. The district may decide upon a plan of rotation whereby the responsibilities of office are taken by different clubs in turn. It will usually be convenient to have the convener of the program committee selected from the club that is to entertain the convention. Persons who have pre-

vously acted as standing committee conveners in their own clubs should be best qualified to convene corresponding district committees.

### **Vacancies**

In case a district officer or convener is obliged to vacate her office after election the district executive should ask the club formerly represented by the officeholder in question to fill the vacancy for the balance of the district year. If the club called upon cannot fill the vacancy, the executive should exercise its own discretion in doing so.

### **Duties of District Officers**

#### **District President**

The district president should preside at all district executive meetings and at one or more sessions of the district convention. She should endeavour to have all new clubs in the district visited either by herself or by someone familiar with club work.

#### **District Secretary**

The district secretary shall keep an accurate record of the proceedings of the district convention and of all district executive meetings held during her term of office, and shall pass these records on to her successor in office, within one month after the convention.

When notified of the organization of a new club in the district, she shall send the secretary a copy of the district by-laws and invite the new organization to share in the activities of the district. She shall also notify the district president regarding the new club.

After consultation with the district president, she shall notify members of the district executive of any meetings they are expected to attend.

Before the district convention she shall prepare sufficient ballots to be used for the elections on that day. She should also prepare ten lists of all clubs in the district, together with the names and addresses of their secretaries. After the election of district officers and conveners, a copy of this list should be given or mailed to the district president, the nominations convener, the program convener and to each district convener of a standing committee.

Where districts decide upon a corresponding secretary as well as a recording secretary, the duties of each should be outlined in the district by-laws.

### District Conveners of Standing Committees

(See page 35)

While an effort should be made to give some district responsibility to as many clubs as possible, it is not advisable to change all district conveners every year. If two new district conveners are elected each year, each convener will have time to become proficient in her branch of study and thus be more helpful to the individual club conveners.

Each district convener should try to stimulate club interest in her special study. She should make sure that each club has received a copy of the provincial convener's outline for the current year and should add to this any suggestions that she feels need special emphasis in her part of the province. She should keep in touch with clubs in the district and collect from them reports of work accomplished and of programs given. She should prepare a summary of work done in the district. One copy of this summary should be forwarded to the provincial convener before April 1. A second copy should be retained for the district records.

The conveners' reports at the district convention should be much more than a summary of work done. Any exceptional piece of work done by a club should be described. Her report should inspire as well as inform.

For each district convener there should be provided a permanent record book which would be passed on to her successor in office. This record book should contain the summaries of work done year by year, clippings relating to the special topic and other material of interest. Local clubs should be encouraged to send copies of especially good papers to their district conveners for loan to other clubs and to be incorporated later in the record book.

District conveners should keep a strict account of their postage and stationery expenses and send in their accounts to the district secretary at least two weeks before the day of the district convention.

### **Finances**

Since district funds are used to finance district projects as well as conventions, all clubs are expected to contribute to the district funds, whether they send a delegate to the convention or not. The building up of a district fund available for promoting club work should be an objective of the district organization.

District funds shall be obtained by contributions from the individual clubs in the district. These contributions should be made on a per capita basis, according to the number of members on the club roll on January 1st. The minimum contribution from any club should be not less than \$1.50. Club contributions to district funds should be sent to the district secretary-treasurer by March 1st. Clubs failing to pay district fees shall not be allowed to vote at district conventions.

Collections at conventions, special projects for district funds carried out by each club in the district, the awarding of life memberships (see page 15, Article 2, Section 5), are a few methods recommended for adding to district funds. •

District funds shall be used to:

1. Finance District Convention expenses.
2. Pay expenses of officials attending District Executive meetings and the District Convention.
3. Pay postage and stationery expenses of District Convention.
4. Pay expenses of the District delegate to the Provincial Convention.
5. Provide a copy of the District By-laws for each club in the district.
6. Cover such other expenses as the District Executive may deem advisable.

### **Auditing**

The district treasurer should try to get all accounts settled by convention day or very shortly afterward. After all accounts have been paid, the books should be audited before they are passed on to the next treasurer. Books should be in the hands of the new treasurer not later than one month after the Convention. The auditors should be selected by the district executive. They need not be club members.

### **Convention Program**

The arrangement of the program shall be in the hands of a program committee of at least three members. The method of selecting this committee shall be outlined in the district by-laws. The program convener shall

confer with the executive in planning for the convention.

In planning for the convention program the committee should try to include items from as large a number of clubs as possible. An effort should be made to use demonstrations, illustrated talks, dramatized sketches rather than formal papers.

Pennies for Friendship, for the Associated Country-women of the World (see page 54) are collected at Convention Programs.

### **Official Delegates**

Each club that has contributed to the district convention funds shall be entitled to at least two official delegates at the district convention. Only these delegates shall be entitled to vote on district officers, on the next convention place, and on by-laws.

Other club members attending the convention may take part in discussions and may vote on questions where a general expression of opinion is desired.

### **Business at Conventions**

The method of conducting the district convention business is that described on page 23 of this Handbook. The program should be planned to:

- (1) stimulate interest in Homemakers work
- (2) review of year's club work from secretary (social affairs, money matters, special events) as well as conveners of standing committees.
- (3) offer some constructive ideas
- (4) foster closer co-operation among clubs.

The Nominations Committee should meet as early as possible so that their report may be presented and officers elected well before the close of the convention

sessions. It is poor planning to leave the election of officers to the end of the program.

The Resolutions Committee should present any resolutions that are to be discussed in the business part of the convention proceedings. All resolutions, except those of an emergency nature, that a club wishes to have discussed at a district convention, should be sent to the district secretary at least two months before the convention date. In general, resolutions should be restricted to matters directly affecting the district in question.

A Courtesy Committee would convey official thanks of the gathering to those who contributed to the convention. This report should be presented at the close of the final session.

### **District Delegates to Provincial Convention**

At least one delegate from each district attending provincial convention should be a member of the acting district executive. She will be expected to attend the special conference of district delegates, and should be prepared to present a short report of the activities of her district at the district conference. At this conference methods of improving district organization will be discussed. This delegate will be expected to report the conference to her district executive or at her next district convention or to both groups if desired.

### **District By-laws**

Each district, upon organization, shall draw up a set of by-laws. These shall be approved by the official delegates to the district convention and by the provincial advisory board of the Homemakers' Clubs. Each club in the district should have and keep a copy of the district by-laws with the secretary's records. If any club in the

district wishes a change in the by-laws, notice should be sent to the district executive in time for the district secretary to send a written notice of the desired change to all clubs in the district at least two months before the date of the district convention. The district executive has the right to suggest changes in the by-laws provided clubs receive the specified two months' notice of motion. The district by-laws shall specify:

1. The duration of the Convention.
2. Any special regulations regarding place of meeting.
3. At what rate clubs in the district are asked to contribute to district funds.
4. Methods of financing district delegates attending Provincial Convention.
5. Any other regulations that may seem desirable for the smooth working of the district machinery.  
(See suggestions made earlier in this section).

## Provincial Organization

The Advisory Board shall consist of:

Director of Women's Work, Extension Department,  
University of Saskatchewan.

Provincial President.

Two Vice-Presidents.

Convention Secretary.

Four additional members to be called Division  
Representatives.

The Division Representatives shall be elected from four provincial divisions to be defined by the Board. Each Division Representative shall hold office for two years—two district representatives being retained by the existing Board for the next year. Nominations for District



Representatives shall be made at the District Conventions or District Executive meetings and the names of nominees forwarded to Women's Work, Extension Department, University of Saskatchewan. Only those persons who have held office as president, vice-president, or secretary, of the provincial or district organization, and who are active members of existing clubs, shall be eligible for nomination as representatives of divisions.

The eligibility qualifications mentioned above apply to all board members.

Election of Division Representatives shall be held at the Annual Provincial Convention. Those entitled to vote will be official delegates from the provincial division which is to be represented. No person shall be entitled to serve as division representative for two successive terms.

In the event of a division representative being unable to complete her term, the executive of her district shall appoint an eligible person to complete the term of office.

The divisions include districts as shown below:

**Regina**

Davidson

Govan

Regina-Moose Jaw

Soo Line

Carlyle

Pipestone Valley

Greater Prosperity

**Yorkton**

Prince Albert

Nipawin

Carrot River

Quill Plains

McKenzie

Yorkton

**Saskatoon**

Robinhood

North Battleford

Swarthmore

Kindersley

Blackley

Elrose

Hawarden

**Swift Current**

Shaunavon

Assiniboia

Ogema

Gull Lake

Swift Current

Beechy

If a given district has provincial representation among the provincial officers or provincial conveners of standing committees, the nomination from that district shall be dropped automatically, and the names of only those persons from districts not already represented provincially shall be considered in the election of District Representatives.

Any Saskatchewan member of the Executive or Board of the Federated Women's Institutes of Canada who is not an elected member of the Advisory Board of the Homemakers' Clubs, shall be considered an honorary member of the Board, but with no voting privileges.

Vacancies occurring among the provincial officers of the Homemakers' Clubs between provincial conventions shall be filled from the members of the Advisory Board.

### **Saskatchewan Homemakers' Club Fund**

While the University of Saskatchewan offers many free services to Homemakers' Clubs through Women's Work, Extension Department, the provincial organization at various times has decided that Homemakers' Clubs in Saskatchewan could do more effective work, both provincially and nationally, through affiliation with the organizations specified below. Since these organizations are outside University supervision or control, all expenses necessary to maintain connection with them must be paid by the combined action of the Homemakers' Clubs.

The groups with which affiliations are maintained are:

- (a) The Federated Women's Institutes of Canada—7c per Homemaker.
- (b) The Associated Countrywomen of the World—£5, and Pennies for Friendship.

- (c) The Provincial Council of Women—\$8.00.
- (d) The United Nations Society in Canada—\$10.00.
- (e) The Canadian Welfare Council—\$5.00.
- (f) The Canadian Association for Adult Education—\$10.00.

Other expenses which must be met by contributions from Homemakers' Clubs' General Fund. All these are at the discretion and approval of the Advisory Board.

1. Expenses of Advisory Board members attending the annual convention and the January meeting of the Board.
2. Expenses of Provincial Conveners attending the provincial convention and in carrying on necessary correspondence.
3. Expenses of Homemakers' Club representatives attending meetings of any of the previously mentioned affiliated societies.
4. Purchase of literature for the use of conveners of Standing Committees and for distribution to clubs.
5. Mimeographing or printing of sufficient copies of the provincial Homemakers' convention reports to be sent to all clubs in the Province and to affiliated societies.
6. Payment of the Homemakers' Club Scholarship of \$100.00. (See page 55).
7. Other expenses approved by Advisory Board from A.C.W.W. Travel Fund.
  - (1) Sending delegates to A.C.W.W. Conference.
  - (2) Expenses incurred when delegates attend District Conventions, etc.

On the recommendation of the Advisory Board of the Homemakers' Clubs, the Director of Women's

Work of the University of Saskatchewan may make expenditures to encourage such educational undertakings as are not provided for in the University appropriations for Women's Work.

### The Club Levy

In order to meet these obligations, each club is asked to contribute to the Homemakers' Club Fund at the rate of 75 cents for each paid-up active, associate and life member on the roll on January 1. The necessary amount should be taken from the club treasury and forwarded to the Saskatchewan Homemakers' Clubs, c/o Women's Work, Extension Department at the University of Saskatchewan, Saskatoon, before the close of the financial year in February. Clubs that have not contributed to the fund are not entitled to voting privileges at the provincial convention. Remittances should be made by money order. If cheques are sent, exchange should be allowed.

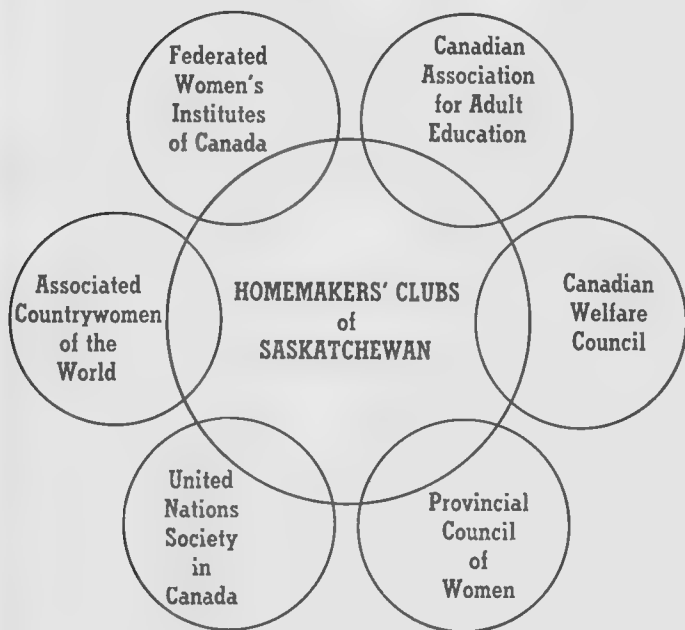
The expenses mentioned above are paid from a general fund made up of a levy of 50c per member. In addition the A.C.W.W. Travel Fund is made up of 25c per member, making a total levy of 75c per member.

### Affiliations

The various affiliations of the Homemakers' Clubs are illustrated by the diagram on page 51.

**1. Federated Women's Institutes of Canada**—In February, 1919, at a meeting called in Winnipeg, representatives from the Women's Institutes of the other provinces and from the Homemakers' Clubs of Saskatchewan, met in convention and as a result of their meeting formed the affiliated organization which has ever since been called the Federated Women's Institutes of Canada.

# Affiliations of Saskatchewan Homemaker's Clubs



Except when the meeting is in Ontario, the place of meeting of the biennial board meetings, alternates from Eastern Canada to Western Canada. During the years 1929 to 1933, Mrs. W. F. Cameron, long an outstanding member of the Homemakers' Clubs held the office of federation president. Mrs. P. Collier was elected F.W.I.C. Vice-president in 1943 on the F.W.I.C. Board, and at present, Mrs. J. W. Adams is first vice-president.

The policies of the F.W.I.C. are determined by a board consisting of two representatives from each province. According to the F.W.I.C. constitution no person may act as a board member for more than two terms of two years each. The provincial president of Saskatchewan Homemakers' Clubs will, by virtue of her office, be one of the Saskatchewan representatives. The second representative shall be elected at the provincial convention held during the same year as the F.W.I.C. convention. Until this appointment is made the representative who attended the immediately preceding F.W.I.C. biennial will continue as Saskatchewan's board member. In selecting F.W.I.C. board members, preference will be given to advisory board members or to women who have previously served in the advisory board.

The varying interests of the F.W.I.C. are under the direction of a number of conveners of standing committees. These conveners keep in touch with the conveners of similar provincial committees. The federation conveners act as a clearing-house, receiving reports from the different provinces, keeping each province informed as to the work being done in the other provinces and suggesting programs for work and study.

The expenses of the F.W.I.C. are met by contributions from each of the affiliated provincial organizations. (See Homemakers' Club Fund, page 48).

The F.W.I.C. has four standing committees which are listed below with the corresponding Homemakers' committee or committees following:

1. **Agriculture and Canadian Industries** — Agriculture and Canadian Industry.
2. **Home Economics** — Home Economics, Public Health.
3. **Citizenship** — Education, Legislation, International Relations.
4. **Cultural Activities** — Arts and Literature.

### Tweedsmuir Competitions

When Lady Tweedsmuir returned to England after her stay in Canada as wife of the Governor-General, she provided three cups for the F.W.I.C., to be held by the winners of three competitions to be held every two years. The competitions were to be in cultural activities. The F.W.I.C. Board arranges the detailed regulations at their biennial meetings for competitions in community Histories, Handicraft Project and Essays.

Detailed information about these competitions is available to Homemakers' Clubs from Women's Work, Extension Department, University of Saskatchewan, Saskatoon.

Saskatchewan winners in competitions:

1949—Highgate—rug.

1951—Pense—rug.

Ethelton—histories.

2. **Provincial Council of Women** — The Homemakers' Clubs of the Province are affiliated with the Provincial Council of Women of Saskatchewan. Since the provincial council is composed of representatives from practically every women's organization in the Province, this affilia-

tion enables the Homemakers' Clubs to keep informed regarding the work of other women and also enables them to bring to the attention of all the women of the Province matters that they consider of universal interest.

**3. The United Nations Society in Canada:** For many years the Homemakers' Clubs of Saskatchewan showed their interest in promoting international goodwill by subscribing to the League of Nations Society in Canada. Now that the United Nations organization has replaced the League of Nations, the provincial Homemakers' organization is affiliated with the United Nations Society in Canada. An annual corporate membership fee is paid to the society from the Homemakers' Club Fund. Club members are encouraged to study the activities of the United Nations organization and of the various councils and committees working with the United Nations.

**4. Associated Countrywomen of the World:** Another affiliation of the Homemakers' Clubs is with "The Associated Countrywomen of the World." The central office of this organization is in London, England, and the societies contributing to the association include rural women's groups from more than thirty countries in Europe, Asia, Africa, Australia, and America. The association publishes a monthly magazine describing women's activities throughout the world. The aim of the organization is to develop a sympathetic understanding and appreciation of the endeavours of women the world over and to promote better home conditions. The A.C.W.W. holds triennial conferences to which the various affiliated societies are invited to send delegates. The expenses of the A.C.W.W. are met by affiliation fees and by the Pennies for Friendship (2c per member) collected at District Conventions.



5. **The Canadian Welfare Council** does valuable work in collecting information on welfare legislation and programs; and issues excellent educational material on health.

6. **The Canadian Association for Adult Education**, organized in 1935, aims to encourage all groups engaged in promoting educational work among mature people. The Association motto is "Cease not to learn till thou hast ceased to live."

7. **Saskatchewan Division of the Canadian Red Cross Society**. The president of Saskatchewan Homemakers' Clubs is, by virtue of her office, a co-ordinating associate of the Provincial Red Cross Executive.

### **Homemakers' Clubs' Scholarships and Prizes**

At the 1920 annual convention of the Homemakers' Clubs it was decided to "offer a scholarship in Household Science to a student attending the University of Saskatchewan on condition that the graduate become a teacher in a non-English speaking community for a period of at least three years."

Two awards were made to students fulfilling these conditions. The recipients were Mrs. George Murray, 1922, and Miss Bessie Eastman, 1923.

Miss Helen Cameron, 1926; Miss Mary King, 1927; Miss Lavinia McLaughlin, 1928; Miss Grace Taylor, 1929; Mrs. Beulah Hay, 1930.

In 1931 another change was made in the conditions of the award. A prize of \$50 is now awarded annually for general proficiency in the first year of the course in Household Science. The successful candidate will be selected from those who have been nominated by Homemakers' Clubs, provided that her standing is satisfactory to the Faculty of Home Economics of the University

and that she has not been awarded a University Scholarship. This scholarship was increased to \$100.00 in 1951.

The awards to date, under these conditions, have been as follows:

|           |  |
|-----------|--|
| 1931..... | Miss Paula Riber, Girvin                   |
| 1932..... | Miss Sonia Stechishin, Yorkton             |
| 1933..... | Miss Edith Swanson, Wilkie                 |
| 1934..... | Miss Euphemia Kennedy, Unity               |
| 1936..... | Miss Dorothy Lefebvre, Cymric              |
| 1937..... | Miss Valerie Miller, Yorkton               |
| 1938..... | Miss Mary Moodycliffe, Regina              |
| 1939..... | Miss Emmie Ducie, Dundurn                  |
| 1940..... | Miss Edythe E. Clark, Kindersley           |
| 1941..... | Miss Elizabeth Olson, Punnichy.....        |
| 1942..... | Miss Sarah Allison Hunter, Brancepeth      |
| 1943..... | Miss Mary Elizabeth Bridge, Prongua        |
| 1944..... | Miss Dorothy Annette McKendry, Melfort     |
| 1945..... | Miss Barbara Olafson, Unity                |
| 1946..... | Miss Wilma Morrice, Eston                  |
| 1947..... | Miss Marjorie McPhail, Ridgedale           |
| 1948..... | Miss Yvonne Isabel Morton                  |
| 1949..... | No award                                   |
| 1950..... | Miss Kathleen Bergman, Yorkton             |
| 1951..... | Miss Elinor Anne Baker, Kindersley         |
| 1952..... | Miss Eleanor Margaret Veale, Prince Albert |

## **Resolutions**

A resolution is an expression of opinion by a group, and is the usual type of motion in large conventions. It is presented as a motion and requires a seconder before discussion but the resolution must be circulated among the voting members or clubs at least one month before the vote is to be taken.

In order to prevent confusion the following procedure is recommended. Resolutions of interest to all Homemakers in Saskatchewan should be forwarded to Women's Work, Extension Department, University of Saskatchewan, before December 15. These resolutions will be

studied, circulated among the clubs for discussion and brought before the Saskatchewan Homemakers' Clubs' Provincial Convention in June. Resolutions dealing with district organization may be forwarded to the district secretary, circulated among the district clubs and dealt with at the district conventions. Resolutions not applying to Homemakers' District organization should be forwarded to the provincial organization to be dealt with there.

In cases of emergency the executives of districts or the Advisory Board of the Province may bring forth resolutions dealing with the emergency condition.

In drafting a resolution there are two parts, a preamble or introduction and the body which contains the resolution. An example of a resolution is as follows:

Whereas car accidents are becoming more frequent; and whereas many of these are caused by the physical ailments of the drivers; and whereas licenses for driving cars and trucks may be obtained without medical examination either of eyes or reaction time; therefore, be it resolved:

That all applicants for drivers' licences (new or renewal) in Saskatchewan be required to pass a medical examination.

## Sample Forms

### Notice of Organization Meeting

Notice is hereby given that all women in the community are invited to attend a meeting in....., on (day of week) (name of month) (year), at..... p.m., to consider the organization of a local Homemakers' Club. Mrs..... of..... will be present and will outline the objectives and explain the benefits to be derived from such an organization.

### Sample of Transfer Card

To the secretary of the..... Homemakers' Club. This is to certify that Mrs..... has been an active member of the ..... Homemakers' Club, having paid the club fee for the year ending February 28, 19..... I therefore recommend her for active membership in your club for the balance of the club year.

Sgd.....

Secretary of. . . . .

H.M. Club.

Date.....

### Sample of Club By-laws

*Section 1.* This society shall be known as the..... Homemakers' Club.

*Section 2.* The society shall hold regular meetings at..... p.m., on the..... (1st, 2nd, 3rd, or 4th Thursday, etc.). . . of each month.

*Section 3.* The fees shall be . . . . .for each member for the year.

*Section 4.* There shall be a program committee of..... members, appointed at the. . . . . meeting to plan the programs for.....months.

*Section 5.*

*Section 6.*

*Section 7.*

*Section 8.* Amendment of these by-laws may be made at a regular meeting by a two-thirds vote of the members present, provided notice of the proposed amendment has been made at the preceding regular meeting.

### Agencies Furnishing Information and with which Homemakers' Clubs May Co-operate

*Government of Saskatchewan.*

Department of Agriculture.

Provincial Apiarist—Beekeeping and Honey Production.

Field Crops Branch—Control of Weeds.

Livestock Branch—Poultry Improvement, Control of Bovine Tuberculosis.

Dairy Branch—Dairy Herd Improvement.  
District Agricultural Representative Service.

Department of Co-operation and Co-operative Development.

Department of Public Health.

Literature on Pre-Natal, Maternal, Infant and Child Care.  
Public Health Nursing Service Health Centres and Home  
Nursing Classes, Prevention of Contagious Diseases.  
Information on Sanitation, Food Inspection, etc.  
Study material on Establishment of Health Regions.

Nutrition Services.

Department of Education.

Public Information Library.  
Regional Library Service.  
Adult Education Division.

Bureau of Publications.

Copies of provincial acts and information on current legislation  
affecting the home available.

Department of Social Welfare.

Department of Natural Resources.

#### *Canadian Government.*

Department of Agriculture.

Marketing Service—Consumer Section—Bulletins on Foods,  
Meal Planning, Food Preservation, Wise Buying.

Department of National Health and Welfare, Ottawa.

Division on Nutrition under direction of Dr. L. B. Pett.  
Issues excellent free booklet entitled "The Canadian Mother and  
Child."

Family Allowances Division.

Physical Fitness Division.

This Department, with its various divisions, issues much valuable information on Nutrition, Maternal and Child Welfare, Clubs should write for list and then order available material for reference.

Department of Trade and Commerce—Standards Division.

Department of Fisheries.

*Household Finance Corporation*, 80 Richmond Street, W., Toronto 2.

Publishes inexpensive and reliable pamphlets on buying commodities for the home and for household budgets.

*Metropolitan life Insurance Company, Ottawa.*

Bulletins on Contagious Diseases, Accident Prevention, and Diet in Relation to Health.

*Canadian Welfare Council, Council House, 245 Cooper Street, Ottawa.*

Bulletins and pamphlets on community recreation, problems of juvenile delinquency, school lunches, children's diets and child care.

Monthly Bulletin—subscription \$1 per year.

*Health League of Canada, 111 Avenue Road, Toronto 5.*

Publishes quarterly magazine entitled "Health." Individual subscription, \$1 yearly. Special rates for clubs. Gives valuable information on promotion of health measures.

*The School Trustee—Magazine—B. N. Hamilton, Secretary, Regina Public School Board. \$1 per year.*

Material for Education Committees.

*Bulletin of Saskatchewan Teachers' Federation, 201 Bank of Montreal Chambers, Saskatoon.*

6 issues yearly. Subscription price, \$1 per year.

*Canadian Association for Adult Education, 143 Bloor Street West, Toronto 5, Ontario.*

Offers good program material. Publishes Bulletin, "Food for Thought," 10 times a year. Subscription price \$1 per year. Has available numerous inexpensive pamphlets on current problems. Clubs should get list.

*The Canadian Broadcasting Corporation (Dept. of Press and Information), 55 York Street, Toronto.*

Publishes and distributes copies of outstanding addresses by persons of national importance. Also pamphlets on achievements in radio and radio programs.

*Wheat Pool Library, Regina.*

Has a large, well-chosen collection of books available to Wheat Pool members and their families. A catalogue is supplied on request.

*United Nations Society in Canada, 163 Laurier Avenue West, Ottawa.*

Literature on promotion of Better International Relationships. Minimum membership \$1. Members receive monthly bulletins.

*Canadian Institute of International Affairs*, 230 Bloor St. W., Toronto 5.  
*The Associated Country Women of the World*, 167 Kensington High Street, London, W.8., England. "The Country Woman," Monthly. Subscription 4s per year.

*University of Saskatchewan.*

College of Agriculture.

Department of Poultry Husbandry.

Department of Dairy Husbandry.

Department of Horticulture.

Department of Agricultural Engineering.

Information on water-systems and labor-saving devices for farm homes.

*Department of Agricultural Extension.*

"Guide to Saskatchewan Agriculture."

Bulletins on Agricultural Topics—List supplied on request.

Information regarding lecturers and demonstrations from the College of Agriculture, organization and supervision of Junior Grain, Baby Beef, Swine and Poultry Clubs.

Excursions to the University, Judging Garden and other agricultural competitions.

*Adult Education.*

Material for Adult Study Groups.

Farm Forums.

Citizens' Forum.

*Women's Work.*

Homemakers' Club Handbooks.

Homemakers' Club Pins, available at cost price.

Information on Homecraft Clubs and Study Courses for Women and Girls.

Bulletins and Pamphlets on many phases of Home Economics are prepared and distributed. Write for a list.

Correspondence—Questions on problems related to home activities are answered by mail.

Kits of material for program preparation.

# Method of Organization

## Notice of Organization

Any group of 5 or more women wishing to form a Homemakers' Club in their community should—

1. Write to Women's Work, Extension Department at the University of Saskatchewan, Saskatoon. If it is possible to do so, the Director will ask someone familiar with the club work to attend the organization meeting and to assist with the work of organization.

2. Post notices in such places as the post office or school at least two weeks before the organization meeting is to be held. These notices should state the purpose of the meeting and should tell the exact place and time of meeting.

3. Advertise the meeting as widely as possible through local newspaper notices, announcements at public gatherings and conversations with neighbours and friends. (Suggested form for notice will be found on page 57.)

## Procedure in Organization Meeting

1. Calling the Meeting to Order. This may be done by the person who sent out the notices for the meeting, or, in her absence, by any other woman in the audience.

2. Election of Temporary Chairman. The person who has called the meeting to order then calls for nominations for chairman. Someone rises and moves that Mrs. .... act as chairman. Someone else seconds the motion. The mover of the motion then puts the motion by saying, "It has been moved and seconded that Mrs. .... be chairman of this meeting. All those in favour please signify by raising the right hand." Then she asks "Contrary"



and notes the result. The newly appointed chairman then takes charge of the meeting.

3. Election of Temporary Secretary. The newly appointed chairman will then ask for nominations for secretary *pro tem*. After the nomination has been seconded, the chairman puts the motion to the meeting.

4. Statement of the Object of the Meeting. This may be made by the temporary chairman herself or she may call upon someone who has some knowledge of the club work to explain the objectives of the clubs or she may read extracts from reports of club work. After this statement has been made, an opportunity should be given for discussion and the asking and answering of questions so that all present may understand thoroughly the purpose in organizing.

5. Adoption of Resolution to Form a Society. Someone rises and says, "Madam Chairman," pauses until she is recognized by the chair, then proceeds, "I move that we organize a branch of the Saskatchewan Homemakers' Club in....." Someone else rises and says, "Madam Chairman, I second the motion." The chairman asks, "Is there any further discussion?" When there has been sufficient time for discussion, the chairman asks, "Are you ready for the question?" All those who feel ready to vote say "Question" and the motion is put in the regular way.

6. Signing the Roll. The secretary takes the names of those who intend to become members. This list is read and the club officers are selected from those whose names are on the roll.

7. Election of Officers. President—The Chairman rises and says, "Nominations for the office of president

are now in order.” A member rises, addresses the chair and says, “I nominate Mrs. ....” Another member may nominate someone else. When there appear to be no more nominations, the chairman asks if there are any further nominations. A member may rise and move that nominations close, or, after a short pause the chairman may say, “I declare the nominations closed.” If only one person has been nominated for the office, she is declared elected by acclamation. If more than one person has been nominated the members must ballot on the names proposed. If the temporary chairman has been nominated, she asks some other member to take the chair during the election. The chairman conducting the election appoints two persons to act as scrutineers.

The scrutineers distribute the ballots and collect them after they have been marked. The scrutineers count the ballots for each nominee, record the result on a piece of paper, which they hand to the chairman who announces the result of the vote to the meeting. If the vote results in a tie the presiding officer may give a casting vote.

After the election of the president, the remaining officers are elected in a similar manner.

The newly-elected Executive shall constitute a temporary program committee to plan a program for the first regular meeting.

8. Appointment of a Committee to Draft By-laws. This committee should consist of three members. The local by-laws will include:

- (a) The name of the club.
- (b) The local fee.

- (c) The time of the regular meetings.
- (d) Provision for committees to carry on work in the community.
- (e) Provision for planning programs at club meetings.

These matters may all be discussed at the organization meeting, and the committee may know the wish of the members fairly well before they meet to write down the by-laws. The written list of by-laws should be read at the first regular meeting of the club and voted upon. After this they should be kept in the secretary's minute book for permanent reference. (Sample of by-laws on page 58).

9. Appointment of a Nominating Committee. At the first regular meeting following the organization meeting, this committee should bring in a list of names of persons to act as conveners of the various committees decided upon at the organization meeting. Before presenting these names to the club they should be sure that the persons they nominate will be willing to act.

10. Decision as to time and place of next meeting.

11. Adjournment.

### **Report of Organization**

A report of the organization should be sent by the newly appointed secretary to the provincial Director of Women's Work not later than ten days after the meeting has been held. This report should give the names and addresses of officers and committees appointed at the meeting.

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